GUIDED RECORD REVIEW

		Hel	ena, MT 59620-2501	. =						
			☐ Timeline ☐ LRE check in the a not check for c	Trans	sition		☐ IEP Notice	☐ IEP ☐ FAPE ↓ 3 that section is non-		
S	tudent	Initials:	Birthd	ate:	Age: Sex: Grade:			e: Disability:		
D	istrict:			School Buil	lding:		SPED Teacher:			
P			Record Reviev		 ree initials.	Age: At da	ate of most recent	IEP.		
Ī		S	chool: School	currently att	tending	SPED Tea		rrent special education		
Ĺ					Dates					
			Referral	Evalua Pla		CST Aeeting	IEP Meeting	IEP Amendment		
	Most	Recent	Most Recent	Most Rec	eent Mos	st Recent	Most Recent			
	Previ	ous		Previous	Pre	vious	Previous			
Previous			Previous	Pre	vious	Previous				
Ye	s No N	A								
	TIMELINES: A. 8/1/2005 and later only: <u>Initial</u> evaluations were completed within 60 days of date parental consent was received.									
"Yes" There is less than a 60 calendar day difference between the "Date Returned" in the lower right corner of the "Evaluation Plan" and the date of the last completed assessment of the date of the "Evaluation Report" meeting. If the "Date Returned" is not present, it is 60 calendar days from the date of parent signature.					t of the date of the					
the date of parent signature. "No" There is more than a 60 calendar day difference between the "Date Returned" in the lower rig corner of the "Evaluation Plan" and the date of the Evaluation Report meeting or last comp assessment. Or, a date is missing and the 60 day calculation cannot be calculated. NOTE REASON BELOW					or last completed					
''N	N/A''	This is a reevaluation or the initial CST was before July 1, 2005 and the 60 day timeline is not a consideration.								

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If N	O, review	file and check one or more items below.				
	□ No reas	son given.				
	 □ Student transferred districts during the 60-day timeline. □ The student did not participate in scheduled evaluations. □ Meeting rescheduled due to parents school district staff. □ District staff did not complete evaluation(s) in 60-day timeline. □ School not in session for all/part of the 60-day interval (summer/winter vacation). 					
	☐ District	and parent agreed to postpone evaluation.				
	☐ Part C a	agency did not provide evaluation information in a timely manner.				
	□ Other, p	please explain:				
	B.	8/1/2005 and later only: Initial IEP was conducted within 30 days of the initial CST				
] C.	The student is reevaluated every three years OR the parents and the school district				
		agreed that a reevaluation was unnecessary				
"Yes"	A CST m	eeting was held within three years of the previous CST OR documentation exists that the				
	parents ar	nd IEP team agreed that a CST was unnecessary prior to the date of the reevaluation CST.				
	This infor	mation may be contained in the IEP or in other documentation.				
"No"		ear reevaluation CST was not conducted AND no documentation exists that the parents				
	and IEP to	eam agreed that a three-year CST was unnecessary.				
''N/A''	This is an	initial evaluation.				
	D.	IEP was in effect at beginning of school year				
"Yes"		ion of the IEP included the first day of the school year.				
"No"	The durat	ion of the IEP did not include the first day of the school year or no IEP had been				
	developed	I for the student.				
''N/A''	This is an	initial IEP or the student transferred to the district after the first day of school.				
	_					
	E.	IEP is reviewed every twelve months				
"Yes"		l IEP meeting is held within 365 calendar days of the previous IEP meeting.				
"No"	More than	n 365 days have elapsed since the previous annual IEP meeting.				
''N/A''	This is an	initial IEP.				
Special e	ducation r	ecord includes:				
NOTE:	If a docume	ent is missing from the file, do not score the details for that record.				
	Α.	Records are maintained in a secure and confidential manner				
"Yes"	Special ed	ducation records are kept in a locked storage area or an area with limited student access				
		under the continual visual supervision of school personnel.				
"No"		ds are kept in an unlocked area which is accessible to passerby and which is not under				
	continual	visual supervision of school personnel.				
	_					
<u> </u>	B.	Access log				
"Yes"		as an access log.				
"No"	Record D	OES NOT have an access log.				

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	C. Access log includes a list of all individuals who have access to records
"Yes"	Access log lists all individuals who have access to records under FERPA.
"No"	Access log does not list all individuals who have access to records under FERPA.
	D. Record of individuals obtaining access to record, including name, date and purpose NOTE: If the access log has not been signed, this does not constitute a "No". Individuals who appear on the list cited in the above item are not required to sign when accessing the student record.
	E. Information about this student only NOTE: Information about siblings contained in social histories or disciplinary records which contain information about other students is acceptable. F. Referral
	progress report period has not yet ended.
REFE	RRAL includes: Referral from another district More than 2 years old Reconstructed Current Document not in Record NOTE: If you checked any of the boxes above, move to the next section without reviewing the document.
	A. Regular education interventions tried NOTE: Attached documentation from pre-referral teams is acceptable and encouraged.
"Yes"	
"No"	One or more of the components are missing, the interventions did not address the specific reason for referral or the duration of the interventions was too short to have an effect on the students.
	B. Specific reasons for the referral
''Yes'	The reasons for referral reflect the results of observations, assessments, and interventions (such as screening data, individualized test results, and prereferral strategies).
"No"	The reasons for referral are vague or not related to the general education interventions ("having problems," "needs assistance").
	C. Signature of person making referralCheck this box if the parent signed as the referring person.

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	UAII	ON PLAN includes: Evaluation Plan from another district
		☐ More than 2 years old
		☐ Current Document not in Record
	NOT	E: If you checked any of the boxes above, move to the next section without reviewing the
docum	ent.	
		A. Why the student is being evaluated
	NOT	B. A description of each evaluation procedure
		E: If they are using the OPI form, this is a "Yes." For non-OPI forms, check "No" if the form does not
	ınclu	de a description of each evaluation procedure (excluding observation)
		C. A parent signature for permission*
		* If written permission was not obtained for reevaluation, record has documentation
		of attempts to obtain
		D. The Evaluation Plan was provided in the parents' native language
		NOTE: Look for evidence in the file that the student is LEP or that the parent's only language is
		something other than English
		E. <u>Initial Evaluation</u> : The parents were given the Procedural Safeguards brochure
		NOTE: Check all identified assessments for use with items E and F below.
		Academic Assist. Tech. Behavioral Class-Based Assess. Communication
		Developmental English Proficiency FBA Observations Physical
		Psychological Social/Emotional Transition Other:
CST R		RT includes: School: SPED Teacher/SLP:
		ST Report from another district
		ST Report from another district
NOTE	☐ Cu	
NOTE	☐ Cu	ou checked any of the boxes above, move to the IEP section without reviewing the CST.
	☐ Cu	ou checked any of the boxes above, move to the IEP section without reviewing the CST. A. Parent comments
"Yes"	☐ Cı : If y ' Pa	trent Document not in Record ou checked any of the boxes above, move to the IEP section without reviewing the CST. A. Parent comments trent comments are included or it is noted that the parents had no comments or did not attend.
	☐ Cı : If y ' Pa	ou checked any of the boxes above, move to the IEP section without reviewing the CST. A. Parent comments
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"Yes"	☐ Cu : If you ' Pa	A. Parent comments arent comments are included or it is noted that the parents had no comments or did not attend. arent comments area is left blank. B. Current classroom-based assessments (CBA)
"Yes' "No"	☐ Cu : If y ' Pa ' Pa NOT	the content of the boxes above, move to the IEP section without reviewing the CST. A. Parent comments The comments are included or it is noted that the parents had no comments or did not attend. The comments area is left blank. B. Current classroom-based assessments (CBA) E: CBA might include grades, individual assessments and reports of student abilities in the classroom.
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"Yes' "No" "Yes' "No" "One of the content of the co	Cu Pa Pa NOT NOT	concluded any of the boxes above, move to the IEP section without reviewing the CST. A. Parent comments In the comments are included or it is noted that the parents had no comments or did not attend. In the comments are included or it is noted that the parents had no comments or did not attend. In the comments area is left blank. B. Current classroom-based assessments (CBA) E: CBA might include grades, individual assessments and reports of student abilities in the classroom BA are complete and provide information on current performance. In the classroom of the complete are no CBA or CBA do not provide information on current performance. C. CBA includes the student's involvement and progress in the general curriculum D. Observations by teachers and/or related services providers E: These may be contained in psychological or other reports, so long as they are attached to the CST. E. All assessments marked on Evaluation Plan were conducted F. Only assessments marked on the Evaluation Plan were conducted G. Implications for educational planning for all assessment areas E: Implications must specify modifications/accommodations or suggested teaching methods.

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	I. Need for	r special	education	on and re	elated se	rvices				
"Yes"	The statement specifically addresses that the student needs adapted content and/or adapted									
	teaching methods a	nd/or ada _l	pted inst	ructional	delivery,	in order	to addres	s the unio	que need	s of the
	disability.									
"No"	The statement does					-		ment of tl	ne disabi	lity,
	("Nica is SI") or a s	statement	that the s	student "r	needs spe	cial educ	ation."			
		ity catego								
"Yes"	Disability category	ies) iden	tified .							
"No"	There are no disab	ility categ	gory(ies)	identified	d.					
	K. (<u>Initial</u>	<u>CST</u>) - Tl	he result	s of asses	ssments i	n all area	as related	l to the su	ispected	disabilit
N	OTE: Review the cr	riteria che	cklists, i	ncluding	exclusion	nary facto	ors, to det	ermine n	ecessary	
as	sessments.									
"Yes"	File includes result						_		7.	
"No"	The necessary assessments were not completed for ALL categories of disability.									
Child Stu	ıdy Team includes:									
	A copy of the	report wa	s provid	led to the	e parent					
	Parent(s)			_		_				_
		If parent		attend, r	ecords o	f attemp	ts to arra	ange a m	utually a	agreed or
		ime/place		1.1 1	.•				.	· •
	NOTE: This r	nay be do	cumente	d through	meeting	notes, co	ontact log	s or copi	es of invi	tations.
	Student									
HH \Box	Administrator		1							
HHHH	Regular educa				lamanaa	madhal	a a : a t			
	Special educat		_				0	.b:1:4		
	Teacher or spo			_		_		•	ionol	
	OTE: This would be	e me spec	iai educa	mon teac	ner, parei	n or rela	eu servic	e profess	ionai.	
	FOR <u>INITIAL</u> CST	AU	CD	DB	DE	ED	н	LD	SI	ТВІ
MEETING		AU	CD	מט	DE	ED	111	LD	31	1 101

X

X

or X

X or X

X

X

X

X

X

NOTE: For DE and HI, either a SLP or Audiologist is required, not both.

X

X

X

School Psychologist

Audiologist

Speech-language Pathologist

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IEP inclu	ides:	: School: SPED Teacher/SLP:							
☐ Curre	nt Docume	ent not in Record							
	A.	Student's strengths, preferences and interests							
N	OTE: Che	ck "No" if this area has been left blank or the inform	nation is not in the IEP.						
	В.	Concerns of the parents							
"Yes"	Parent cor	mments are included or it is noted that the parents ha	nd no comments or did not attend.						
"No"		Parent comments area is left blank							
Consider	ation of:								
		e a mark in the first or second column to indicate "Y	Yes" or "No" that the IEP documented						
		of this special factor. Place a mark in "(Checked "Y	<u> </u>						
	es."								
	C.	Whether student behavior impedes learning	(Checked "Yes":)						
	D.	Communication needs	(Checked "Yes":)						
	E.	Assistive technology devices/services	(Checked "Yes":)						
	F.	Limited English Proficiency	(Checked "Yes":)						
	G.	If any item in C-F is checked "Yes," the need is							
N	OTE: Thes	se factors may be addressed by goals, accommodations	s, modifications, specific plans (behavior,						
		a care, technology, etc.) or in the minutes.							
	For s	tudent who is blind or visually impaired, conside	ration of:						
		Orientation and mobility = Yes or No (Is							
		Instruction in Braille = Yes or No (If No							
	Н.	Present level of academic achievement and fund	ctional performance (PLAAFP)						
Y N OF	ζ.	If No: Not Present No Academic Achievement	Functional Performance						
		No information about current performance	☐ Not related to MAG						
1187 11	DIAAED	Not state how disability affects involvement/p							
"Yes"		comprehensively addresses academic achievement a							
		on about current performance and is related to the M							
		nsively states how the disability affects involvement							
"OK"		school students, involvement in appropriate activitie							
"OK"		AFP implies the student's academic achievement and	*						
		on about current performance and is related to the M isability affects involvement and progress in the reg							
		isability affects involvement and progress in the region volvement in appropriate activities.	urar curriculum of for preschool						
"No"		AFP is left blank or incomplete. The information pro	ovided does not describe the student's						
140									
	current pe	rformance in a way that can guide the IEP team in the	he development of the MAG.						

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	I.	Measurable annual goals (MAG)
		If No: Not Present No mechanism to measure progress
1187 11	D 1/1/	No permanent product
"Yes"		G have the ability to be measured as a permanent product (i.e. there is a clear outcome)?
		G include a mechanism to measure progress?
"No"	MAG does	s not meet the above requirements.
		MAG addresses enabling the child to be involved in and make progress in the
		regular curriculum or, for preschool children, to participate in appropriate
		activities
		MAG addresses other educational needs that result from the child's disability
] J.	COMPLETE THIS ITEM ONLY for children who take the CRT-ALT:
		Short-term Objectives or Benchmarks which are measurable (STOB)
		If No: Not Present No mechanism to measure progress
		No permanent product
"Yes"		B have the ability to be measured as a permanent product (i.e. there is a clear outcome)?
		B include a mechanism to measure progress?
"No"	STOB doe	s not meet the above requirements.
	К.	If student does not participate in Physical Education, specially designed physical
	1.	education is included in the IEP: Yes No
N	OTE: If the	e severity/nature of the students disability would suggest specially designed physical
		it is not identified in the IEP, ask the sped teacher if the student participates in regular PE.
	L.	How often progress reports will be sent to parents
N	OTE: If at 1	east one progress reporting period is checked within the IEP, mark this item "Yes."
] M.	IEP considers the results of the most recent CST
"Yes"		al education or related services in the CST are included in the current IEP or there is an
		n on the current or previous IEP as to why those services were not considered.
"No"		indicated services are not included in the IEP <u>and</u> there is no explanation as to why they
	were not c	
"NA"	The CST i	s more than two years old and was not reviewed.
	N	IED toom addressed one look of progress in the general entirely
"Yes"	N.	IEP team addressed any lack of progress in the general curriculum
i es		emic needs in the CST or IEP were included in the IEP or there was an explanation as to eed was not included. Reference the following IEP sections: Educational Concerns,
		and the MAG descriptions.
"No"		re needs were not included or explained in the IEP.
140	One of mo	To needs were not included of explained in the IEI.
	О.	The frequency, location, and date of initiation of special education and related services
''Yes''		e above items is identified in the IEP.

"No" One or more of the above items is not identified in the IEP (circle the missing item).

NOTE: "Date of initiation" is "Today's Date" on page 1 of the IEP.

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P	The child's placement:						
	a. is based on the child's IEP						
"Yes"	The placement in a special education setting is based on the amount and type of services identified in the IEP.						
"No"	The placement in a special education setting is greater than necessary to provide the services						
identified in the IEP.							
	b. is as close as possible to the child's home						
"Yes"	The school the student is attending is the closest available school providing the services this student needs.						
"No"	He/she attends a school other than the one which he/she would attend if not disabled.						
	OTE: Having this box checked "No" on the IEP does not indicate non-compliance if a reasonable						
	xplanation is provided.						
1187 11	c. is in the school that he/she would attend if nondisabled						
"Yes"	This school is within the attendance area of the student's residence.						
"No"	He/she attends a school other than the one which he/she would attend if not disabled.						
	d. In selecting the LRE, consideration is given to any potential						
	harmful effect on the child or on the quality of services that he or she needs						
"Yes"	The LRE decision made by the team is appropriate to the student's identified needs.						
"No"	There is insufficient documentation to support the LRE decision, which may have a harmful effect						
110	upon the child.						
N	OTE: If 'No" is checked for any of the preceding, explain why below.						
	Q. Supplementary Aids and Services for the student, including modifications or supports						
N	for school personnel.						
	OTE: If team checked "not Needed," check Yes.						
"Yes"	The IEP contains Supplementary Aids and Services which are necessary for the student and/or						
	school personnel. Examples include: extended time on exams or staff training in use of specific						
	positive behavioral interventions. If team checked "Not Needed," check Yes.						
"No"	The IEP does not contain the Supplementary Aids which were suggested by the CST team, previous						
	IEPs or individualized assessments or observations.						
	R. Participation in State/Districtwide Assessments						
"Yes"	The IEP documents a choice for BOTH tests below.						
"No"	One or more tests are not addressed.						
The stud	ent will participate in the following manner:						
	ΓΕ: Record the IEP team decision for each assessment. Check "N/A" if the district does not conduct						
	ictwide assessments.						
disti	CRT Tests (Grades 3-8, 10) Districtwide Tests						
	\square N/A \square N/A						
	☐ Without accommodations ☐ Without accommodations						
	☐ With accommodation(s) ☐ With accommodation(s)						
	☐ CRT-Alternate ☐ Alternate Assessment Scale						
	Not addressed Not addressed						
	NOTE: Check "Not Addressed" if a choice should have been made and wasn't.						

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	If student is taking Alternate Assessment, IEP addresses: Why the child cannot participate in the particular assessment Why the particular alternate assessment selected is appropriate for the child
NOT	wide assessments are not being conducted during the term of this IEP TE: Check this box if the student is in grades PK, K, 1, 2, 11, 12, OR if the student is in grade 9 AND uration of the IEP does not include the time period in which the testing will occur (spring).
	S. Extended School Year services were considered NOTE: If the student's third birthday occurs in the summer, the individualized education program (IEP) team shall decide whether the student is to receive extended school year services during the summer.
"Yes"	One of the boxes under the Extended School Year heading is checked.
"No"	None of the boxes under the Extended School Year heading are checked, or the proposed meeting date for determination is passed and no documentation exists of a determination of the need for ESY.
	T. IEP Accessibility and Responsibilities
"Yes"	One of the four IEP Accessibility and Responsibilities check boxes is marked.
"No"	None of the IEP Accessibility and Responsibilities check boxes are marked.
110	Trone of the 121 Tree statement and tresponsionates eneed contest are marked.
	Parent(s) A copy of the IEP was given to the parent Written consent for initial and annual placement was obtained prior to placement Parent is given a copy of the procedural safeguards notice at least once per year If parent did not attend, records of attempts to arrange mutually agreed on time/place NOTE: This may be documented through meeting notes, contact logs or copies of invitations. Student, age 15 and older Administrator Regular education teacher Special education teacher or speech and language pathologist Teacher or specialist with knowledge in the area of suspected disability NOTE: This could be the special education teacher, parent or related service professional. Representative of other agency (transition IEP)
"Yes"	The IEP team included a representative of an other agency who, PRIOR TO GRADUATION OF THE STUDENT : 1. is likely to or is paying/providing for a transition service prior to graduation ; and 2. The Transition Service likely to being paid for/provided by the other agency prior to graduation is included in the Transition Services Needed to Assist the Student in Meeting MPSG area of the
"No"	The IEP team was required to include a representative as described in 1 and 2 above prior to but did not.
"NA"	Other agencies were not providing transition services prior to graduation .

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NOTE: Cop	by the documentation and ask an OPI Specialist for assistance in completing this item.
Special Specia	included at least one: cial education teacher or speech and language pathologist ular education teacher (if the student is or may be participating in the regular education conment inistrator or designee
The The The Each If N Copi	documented: parent's consent for excusal <u>prior to</u> the IEP meeting member(s) to be excused n excused member provided written input prior to the meeting. o, indicate member ies of the written input from each excused IEP Team member is included in the IEF ment. o, indicate member
IEP Amendment:	School: Teacher: A. Indicates the date of the IEP being amended B. Indicates what areas of the IEP are being amended C. Copies of changes to IEP are attached
·	y most recent IEP Amendment approved by: Parent(s)
	District

IEP Team Member Excusal:

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TRANSI	TION IEP	includes: (Beginning with the IEP to be in effect on the child's 16 th birthday)			
	A.	The student's desired post-school activities were considered			
"Yes"	"Student's	Desired Post-School Activities" are listed.			
"No"	"Student's	Desired Post-School Activities" are not listed. (left blank)			
	В.	Age appropriate transition assessment was conducted for training, education, employment, and, if appropriate, independent living skills.			
		Assessment was conducted but did not include training, education,			
	I	employment, or independent living skills. (circle missing items)			
"Yes"		assessment results are described or attached.			
"No"	Assessme	nt was not conducted in one or more areas.			
	C.	Measurable post-secondary goals related to education or training, employment and, if appropriate, independent living skills. NOTE: More than one required area may be included in a single goal.			
"Yes"		able postsecondary goal was written for each area: education or training, employment, and iate, independent living skills.			
"No"		quired areas were included in a measurable postsecondary goal(s). Circle the missing topic			
	arned to date				
"Yes"	E.	Needed transition services			
Yes		vice area was considered because specific services are documented or the box, "Discussed			
"No"		peded" is checked. per service areas was not considered.			
	F.	The district invited (with parent permission) any other agency that is likely to be responsible for providing or paying for transition services			
~.		NOTE: Look on meeting invitation.			
A	gency that s	"No" complete the following: should have been invited: be provided prior to graduation:			
"Yes"	` /	es ONLY if PRIOR TO GRADUATION OF THE STUDENT the agency:			
	1. is likely	to or is paying/providing for a Transition Service prior to graduation ; and ansition Service likely to being paid for/provided by the other agency prior to			
	graduatio	graduation is included in the Transition Services Needed to Assist the Student in Meeting MPSG area of the IEP.			
"No"		eam was required to included a representative prior to graduation but did not.			
''N/A''		ncies were not providing transition services prior to graduation .			
17//7	Tours age	neies were not providing transition services prior to graduation.			

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	」 G.	If the agency failed to provide the transition services described in the IEP,		
		the district reconvened the IEP team to identify alternative strategies		
NOTE: Look for evidence of this in the IEP or IEP Amendments.				
	Н.	The student's measurable annual goals and transition services will reasonably		
	11.	· · · · · · · · · · · · · · · · · · ·		
		enable the student to meet the identified post-secondary goals.		
	T	If no, explain why:		
"Yes"		as Measurable Annual Goal(s) and Transition Services which are steps to the MPSGs.		
"No"	The Meas	urable Annual Goal(s) and Transition Services ARE NOT steps to the MPSGs		
If student is age 17:				
II Studen	it is age 17.			
	A	Student was informed of rights that will transfer at age of majority		
	A.	Student was informed of rights that will transfer at age of majority		
"Yes"	IEP shows student was informed at least one year prior to turning age 18 of the transfer of rights			
	under the heading, "Transfer of Rights at Age of Majority." And/or a copy of the letter, "Transfer of			
		Rights/Student Notice" is complete and included in the student record.		
"No"	IEP does	not show the date the student was informed of rights and/or does not include a completed		
	copy of the "Transfer of Parental Rights/Student Notice" form.			
	1 1 2			
	В.	Parents were informed of rights that will transfer at age of majority		
"Yes"	IEP shows parent was informed at least one year prior to the student turning age 18 of the transfer of			
1 65				
	rights under the heading, "Transfer of Rights at Age of Majority." And/or a copy of the letter,			
		of Parental Rights/Parent Notice" is complete and included in the student record.		
"No"	IEP does not show the date the parent was informed of rights and/or does not include a completed			
	copy of th	e "Transfer of Parental Rights/Parent Notice" form.		
IEP ME	ETING NO	OTICE must: Current Document not in Record		
	A	Indicate the number time and location of the meeting		
	A.	Indicate the purpose, time, and location of the meeting		
	В.	Indicate who will be in attendance		
	C. Inform the parents that other individuals who have knowledge or special expertise			
	_	about the child may participate in the IEP		
D. For student transitioning from Part C services, Part C service coordinator invited				
NOTE: If student did not transition from Part C services, mark NA.				
Beginning at age 16, indicate:				
	A.	· ·		
	-	needs/needed transition services and measurable postsecondary goals		
	В.	That the agency will invite the student		
	С.	Any other agency that will be invited to send a representative		

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TRANSFER STUDENTS

	-state transfer ne district implemented the student's IEP	Date of documentation:		
i.	nt-of-state transfer—the district: determined that student is eligible in Montani implemented the student's IEP	Date of Determination: Date of documentation:		
FAPE FO	OR CHILDREN AT AGE 3 Referred by parent	t only		
	and implemented no later than the	If referred more than 90 days before the child's third birthday, the IEP was developed and implemented no later than the child's third birthday. NOTE: Developed and implemented means consented to by the parent.		

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